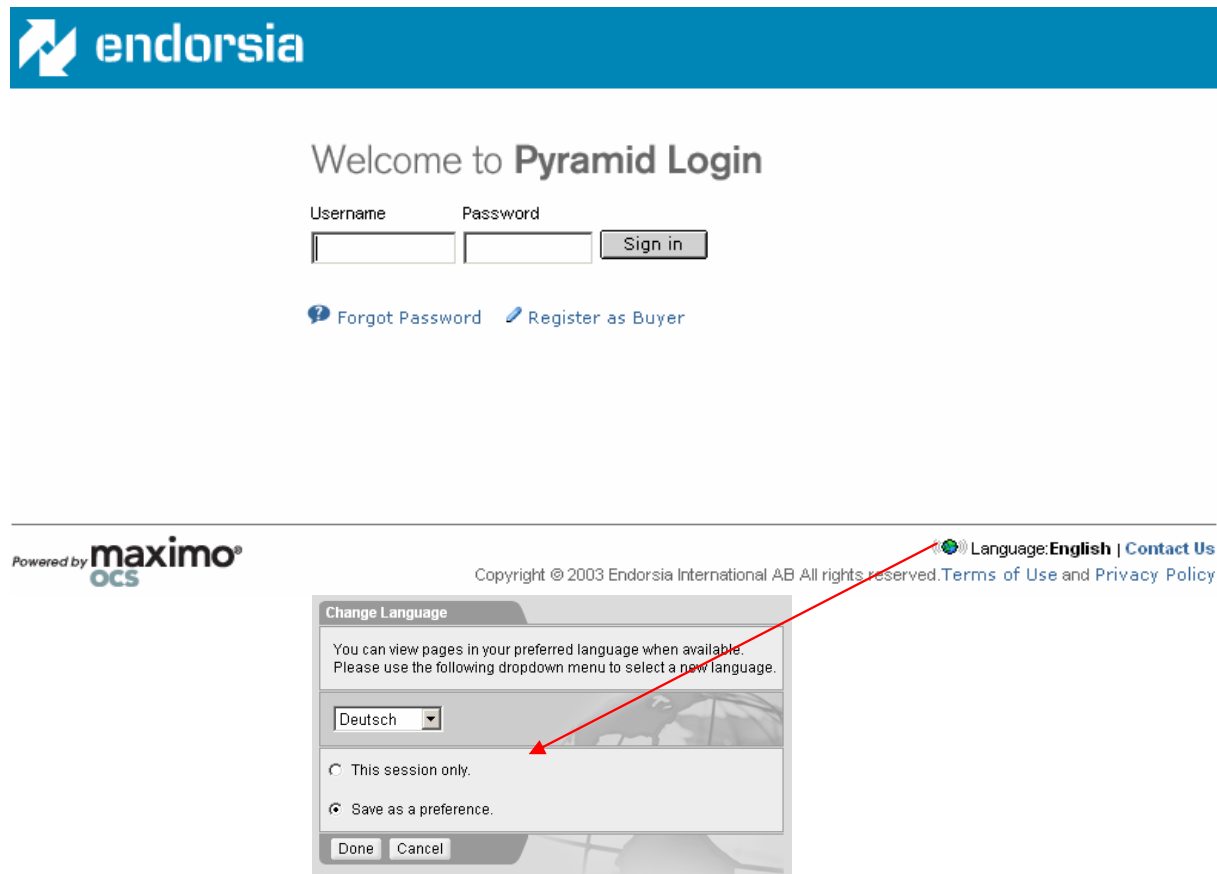




## Log-in


Open your internet browser and access the following URL:

<https://endorsia.mro.com>



**Note:** Before you log on to the system choose the desired language. Just click on “Language” at the bottom of the screen. A default setting can be made for the preferred language.

click on  and 

Enter your user name and your password and click on 


Choose the supplier INA or FAG respectively as well as the order type on the following screens.

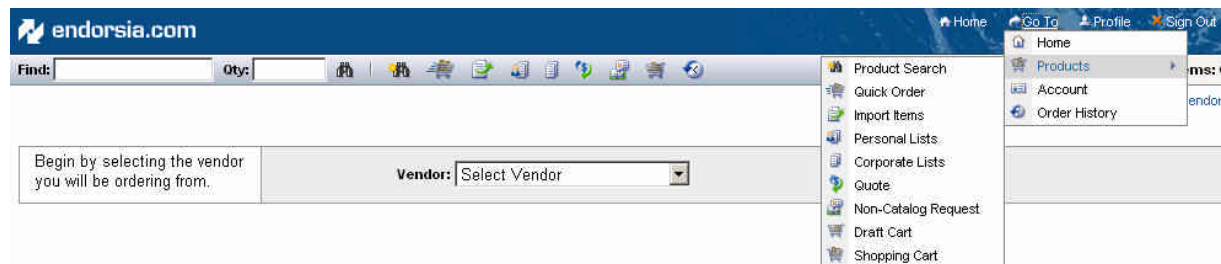



## Navigation in the system


The application provides all processes for purchasing beginning from the first product search for products, sending orders up to checking the shipping details and invoice information.

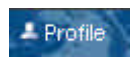
### Using the menu bar

 A list of all available functionalities can be displayed there under .



Clicking on  leads to the account section, where some personal setting can be made – see separate documentation **Account**.

Clicking on  leads directly to the order history section.

 Clicking on the users name again leads to the account section – see above.



Changing to another supplier, ordertype or account number can be started while clicking on the current selection.

## Functionalities

The individual sections can be accessed directly in the menu bar with „ICONS“. Pressing an icon leads to the individual section, the meaning of an icon will be displayed while pulling the mouse trigger over that icon.

### Product Search





### Quick Search



### Quick Order



### Import Items



### Personal Lists



### Corporate Lists



### Draft Cart



### Order History



### Shopping Cart and Check Out



## Setting options

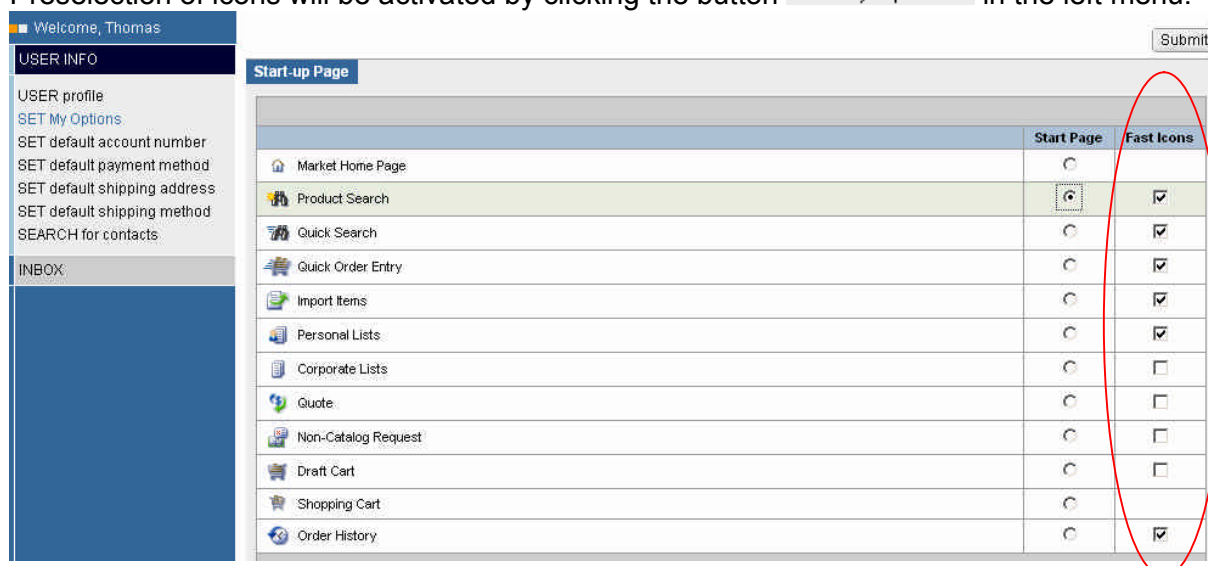
### Preselection of functionalities

In case that only some particular functionalities will be used in daily work, each user can predefine a personal setting for the icons as default.

Click on **Go To** and then **Account**



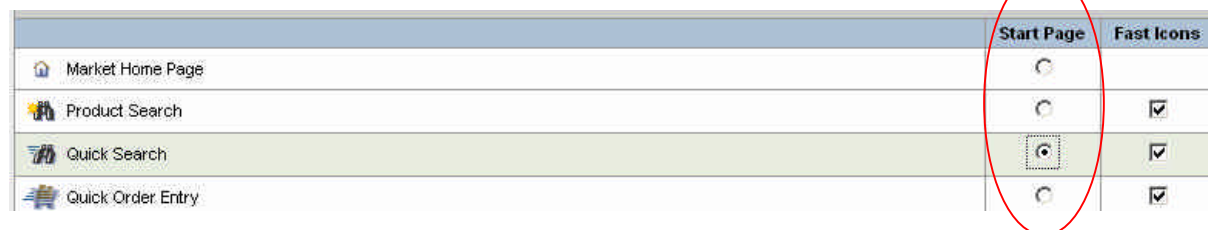
Preselection of icons will be activated by clicking the button **SET My Options** in the left menu.



In the column **Fast Icons** those functionalities must be marked, that are supposed to be displayed further on, then **Submit**. If no icon is marked, all icons will be displayed. The selection can be changed again at any time.

### Preselection of Start Page

In the same screen as above the **Start Page** may be predefined, to set a default for the page that will be displayed automatically after the selection of the supplier.



Mark the desired section and then **Submit**. In this example the Quick Search will be opened directly after selecting the supplier. The selection can be changed again at any time.